

Transport Commission

**GUARDS'
INSTRUCTION
BOOK**

GUARDS INSTRUCTION
BOOK

This Instruction Book has been prepared and issued as a guide for Guards and Station Staff at the larger station, and any future instructions issued from time to time that applies to Guards are to be added to this Book.

This Instruction Book should be of valuable assistance when requiring information regarding Train Running generally.

It must be clearly understood that Instructions in the Book of Rules and Regulations, Appendix to the Book of Rules and Regulations and the Working Time Table will still apply.

The new Instruction Book is therefore issued as an assistance to the above books.

SAFETY FIRST

A DAILY RULE—

Read one Rule each day, and continue
Working

THE SAFE WAY.

Shunters, Guards, Drivers, Gangers, and all employees who are in any way associated with the Running Lines be sure that your knowledge of the Rules and Regulations is such that you perform your duties efficiently

REMEMBER—A knowledge gained is an accident saved.

Every employee in the Service from highest to lowest has an obligation to see that the principles of safety in Railway Working are actively and constantly impressed, not only in his own mind and duties but in the minds and duties of his fellow employees.

Remember that safety is more than a slogan, more than a resolution, safety is an obligation—for ourselves—for others.

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Crossing Trains at an Intermediate Crossing

Station

BRIGHTON JCN. and CAMPANIA ELECTRIC
STAFF SECTION

"B" Instrument, 29 ordinary staffs and one
composite staff (comprising tickets A, B and staff)
at each station. Total 42 staffs.

BRIGHTON JCN.-TEA TREE CROSSING
STAFF LOCK BOX

Contains one staff.

CAMPANIA-TEA TREE CROSSING STAFF LOCK
BOX

Contains one staff.

Each staff will be engraved with the section to
which it refers.

Crossing Trains at Tea Tree.-When a crossing
is to be made at Tea Tree, O-in-C., Brighton Jen.
and Campania will instruct the Drivers and Guards
in writing on forms especially provided, and take
their receipt in the Crossing Book.

In the crossing of trains at Tea Tree, Rule 3,
section (b), page 202 of the Rule Book will apply:-

Should a passenger and a goods train be crossing
at Tea Tree, the crossing instructions may
state that the passenger train is to enter the loop,
and the Guard of the goods train take charge for the
crossing. In such a case, should the passenger

train arrive first, the Guard of the passenger train will admit his train to the loop promptly, relock the points in their normal position and then proceed to exhibit green hand signal to the goods train to come past the facing points.

The Guard of the train shown in the Crossing Instructions to take charge for the crossing will be responsible, whichever way the crossing is effected, for seeing that the points at each end of the siding are properly set and locked after despatch of the train from the siding, and for reporting the arrival and departure times of both trains to Control.

Owing to the present layout of the Tea Tree station yard, it will be necessary in some cases, when trucks are standing in the station yard, for trains to back out of siding after a crossing has been completed. When it is necessary to do this, the Guard will unlock the Home Signal Lever and place signal to Danger and back train out onto Main Running Road, then signal Driver to draw ahead, and when Van has reached points, Guard will place Home Signal to "All Clear" and train will proceed on its journey.

Under normal working, Home Signal Levers will be locked to "All Clear" position and when a train has to cross another train at Tea Tree, it must come to a stand at the first facing points and then be signalled in by hand signal exhibited at the facing points.

In these instructions where "Guard" is mentioned, it refers to the Guard of train, Driver of

light engine or one man self contained unit, or Mortorman's Assistant on self contained units run without a Guard.

To Replace Crossing Staffs.—On completion of journeys, staffs having been exchanged at Tea Tree, are now returned to their respective instruments as shown:—

1. BRIGHTON JCN. Place crossing staff in C slot. Pull No. 1 lever, push No. 2 lever.
2. CAMPANIA. Return crossing staff to E slot. NO LEVER MOVEMENT.
3. CAMPANIA. Press key to ring bell at Brighton Jcn. to notify staff in. BRIGHTON JCN. to acknowledge ring.
4. CAMPANIA. Pull No 2 lever. BRIGHTON JCN. keep key down to allow No. 1 lever to be pushed in at CAMPANIA and through staff removed from B slot.
5. CAMPANIA. Through staff returned to through instrument. Instruments to be left in normal position, as shown above.

The above instructions also apply to trains crossing at Danby, Rhindaston, Llewellyn and Dawsons except there are no signals at Danby, Llewellyn and Dawsons and Up Signal post only at

Rhyndaston.

Crossing Trains at Rhyndaston.—When a long Up goods train has crossed a Down train, and former is being despatched from crossing loop, the Guard, on account of Curve and cutting, cannot keep engine crew in sight to exhibit stop signal after train has cleared crossing loop points.

After Thursday, 25th July, 1957, it will be permissible for a long Up goods train to back out from crossing loop at Rhyndaston.

Before Up train is signalled to set back Guard must first satisfy himself the Down train has passed by the Up signal post, and he may then pull signal arm to Danger position which for night will show RED light.

When train has backed out on to Main Line, Guard will restore crossing loop points to normal position and handcrossing staff to Driver, and when train has drawn ahead and van reaches points, Guard will lower signal arm to vertical position and train will then continue on its journey.

There is sufficient room for a long goods train to back out and be inside the Up signal post.

DERAILMENTS AND BREAKDOWNS

The Department desires the further assistance and co-operation of Guards and Conductors in dealing with derailments and breakdowns occurring on the running track. So that derailments and break-

downs will result in the minimum delay to the transport of passengers, it is essential that, as soon as possible after a derailment, Control be advised over the phone by the Guard or Conductor of a derailed train of the answers to the following questions:—

- (a) Time of derailment.
- (b) Mileage of derailment.
- (c) Is anyone injured.
- (d) Number and type of stock derailed, and whether stock is upright or on its side.
- (e) Whether track is badly torn up and damaged, and an estimate of the length of track damaged.
- (f) Whether derailment occurred in a cutting or a filling.
- (g) Is there a road handy, and can a road bus be brought to the scene of the derailment.
- (h) Can a change over of passengers and mails be easily arranged.
- (i) Have any stock trucks been derailed If so, advise condition of stock and number of derailed trucks.
- (j) If full petrol wagons have been derailed, advise if leaking.

Given a reasonably accurate answer to the above questions, the Chief Traffic Manager can immediately make a reasonable decision whether passenger trains will be held until the line is cleared or whether buses will be ordered to transport passengers.

It is appreciated that some of the information required is of an engineering nature and it may be difficult to give an accurate estimate. In such cases, all that is expected is that Guards and Conductors do their best to assess the damage to the track and the time it will take to make the road good so traffic can be resumed.

PORTION OF TRAIN LEFT ON LINE.—Referring to Rule 253 (f) page 148, and No. 15 (a), page 207, of the Book of Rules and Regulations: When the engine of a train is unable to take the whole forward, and it is necessary to divide the train, the Driver must obtain authority from the Guard, written out on proper form, to enable him to return for his train. This is absolutely necessary in connection with block working.

In connection with staff working on single line, the same form must be used when Driver is in possession of a staff ticket, the words "on the wrong line" to be struck out. It is only permissible for the Driver holding a staff ticket or Staff Telegram Authority to return on the authority referred to.

It is the duty of each Guard to keep himself supplied with these forms. Fresh supplies can be obtained from terminal stations.

DOUBLE LINE WORKING.

Fouling of Both Lines.

Double Line Working.—Should an accident to a train foul another running line in the opposite direction, and in addition to the Guard going back to protect his train in the rear, Driver of train must detach his engines if possible and run ahead 600 yards and there leave Fireman to protect opposite line with detonators.

STAFF WORKING

Electric Train Staff Working.

Checking of Instruments.—Recently irregularities have allegedly occurred by more than one staff being able to be obtained from Electric Staff instruments applying to particular sections and such happenings constitute a serious breakdown of safe working regulations.

In view of this possibility, and to enable a full investigation to be made the following procedure is to be observed at all Electric Staff stations and instruments forthwith.

At Attended Stations.—On commencing duty a staff is to be released at each end of the section separately and an attempt is to be made at each end individually to withdraw a second staff in a normal manner. The position of the indicator needle is to be noted at each attempt also numbers of staffs tested also noted and particulars recorded

in train time book.

The same procedure is to be adopted EACH TIME A STAFF IS LIFTED from any instrument.

At Unattended Stations operated automatically Guards are in every case to attempt to obtain a second staff normally from each instrument operated, observe position of indicator needle and record the number of each staff tested in the train register book.

Should a second staff be obtained under any circumstances both staffs must be securely locked away and particulars reported immediately to Train Controller. A telegram must also be despatched to the Chief Traffic Manager advising of the occurrence.

All concerned are to treat this instruction seriously and give it special attention.

Should a second staff be obtained under any circumstances neither must be replaced in the instrument and staff working must be regarded as automatically suspended and the matter referred to Train Control for appropriate action to be taken.

MASTER KEY WORKING

1. Procedure to be adopted should Master Key or train staff be caught in siding lock
2. Damaged staff will not operate siding lock
3. Master Key Working, Western Jcn -Bridgewater Jcn Section

WHEN THE MASTER KEY IS IN SIDING LOCK AND CANNOT BE WITHDRAWN -The Guard must satisfy himself that the Master Key cannot be withdrawn from the lock, and will be held responsible for securing the points for the running line with the cotter, pin and lock provided for the purpose. The Guard must advise the O-in-C. at the Staff Station in advance, who, in turn, will advise the Chief Traffic Manager, so that arrangements can be made for a Signal Fitter to attend to the matter.

Driver Unable to Produce Master Key.—Should the Driver be unable to produce the Master Key when his train arrives at the Staff Station in advance, the Chief Traffic Manager must be promptly advised, and immediate enquiries made as to what has become of it, and every possible precaution taken for safety before another train is allowed to pass over the Section in either direction. The Driver of each train must be cautioned, in writing, not to pass over any siding points, either facing or trailing, until he has satisfied himself that the points are in the right position. The Guard, as well as the Driver, must be fully informed of the circumstances which render this precaution necessary. This working is to continue until the Master Key has been recovered or special instructions issued.

Metal Staff Damaged.—When the Staff is damaged so that it will not operate the lock at an intermediate siding, the Guard is to advise the O-in-C. at the Staff Station in advance, who, in turn, will advise the Chief Traffic Manager, who will arrange for the Staff to be changed for another one.

Staff Caught in Lock and Cannot be Withdrawn.—When the Staff is in the lock and cannot be withdrawn, the Guard is to advise the O-in-C. at the

Staff Station in advance or rear, from the Siding if he can communicate with him, who, in turn, will pass the information on to the Chief Traffic Manager. Should it not be possible for the Guard to communicate with either Staff Station, the train is to continue on its journey to the end of the Section without the Staff, and the O-in-C. there advised full particulars, who will pass the information on to the Chief Traffic Manager, so that arrangements can be made for a Signal Fitter to attend to the matter.

In either of the cases mentioned above, before the Train proceeds on its journey the Guard must secure the points for the running line with the cotter, pin and lock provided.

Further Action to be Taken when Master Key or Staff is in Lock and Cannot be Withdrawn.—If there be a Ganger or Repairer present, or if one be met with on the journey, he must be advised of the circumstances, and must at once proceed to the points and endeavour to withdraw the Master Key or Staff and check up to see that the points are properly secured before he leaves the siding. If he is successful in withdrawing the Master Key or Staff he must deliver it to the nearest Staff Station where if emergency working has been brought into use, it must be locked away, pending instructions from the Chief Traffic Manager.

MASTER KEY, WESTERN JCN.—BRIDGE-WATER JCN. SECTION

The following instructions are in operation for Goods trains running between Launceston and Bridgewater Jcn. on Proceed Order.

A Master Key will be carried by these trains

to operate points at all sidings between Parattah and Bridgewater Jcn.

For Up Trains.—Guard of Up Train will obtain Master Key from Train Control and hand same to Driver of train at Western Jcn.

On arrival at Bridgewater Jcn. Driver will hand Master Key with Proceed Order to O-in-C. who will lock Master Key away and telegraph this information together with arrival time to Chief Traffic Manager.

For Down Trains.—On application from O-in-C. Bridgewater Jcn. for Proceed Order for train to run from Bridgewater Jcn. to Western Jcn., Chief Traffic Manager will authorise release of "Master Key to Western Jcn." and hand both to Driver.

On arrival at Western Jcn. O-in-C. will take possession of Master Key and advise Chief Traffic Manager accordingly.

The Chief Traffic Manager will then authorise the O-in-C. to hand Master Key to Guard who will hold in his custody until arrival at Launceston, where he will deliver it to Train Control.

TRAIN FAILING IN SECTIONS ON

1. Staff.
2. Staff Ticket.
3. Staff Telegram.

TRAIN BREAKING DOWN BETWEEN TWO STAFF STATIONS ON STAFF AND TICKET AND ELECTRIC STAFF WORKING

When on Staff.—Fireman takes the staff to staff station from which assistance can be expected, Pilots relief engine to break down.

When on Train Staff Ticket.—If station in the rear is closer the Driver sends Fireman back with ticket, Station Master cancels same, and makes arrangements for relief engine, transferring the staff to other end of section if necessary, and the Fireman must accompany relief engine with the staff to where he left his own train.

If breakdown is nearer to the Station in advance, or if assistance be more readily obtained therefrom Driver sends Fireman with written authority (brown form) to station in advance, where Station Master will endorse same and make the necessary arrangements. If no relief engine available there, but one at station in rear he will confer with Station Master at latter, who will hand staff to Driver together with written order stating the position of disabled train. The Driver's signature to be obtained on copy held by Station Master. The Station Master in advance cancels order held by Fireman, who must then return to his own train and hand form to Driver of disabled engine or train.

To protect rear of train Guard must place one detonator at 200 yards, one at 400 yards and three detonators ten yards apart at 600 yards from rear of train.

When on Staff Telegram.—Driver hands Fireman

written order (Brown Form 591) addressed to nearest staff station from which assistance can be obtained, latter endorses and makes arrangements.

Should an accident or obstruction, such as a derailment, washaway, flood or landslip, &c., occur, and it is necessary for special arrangements to be made for working train to and from the staff station on each side of the obstruction, the Guard must put the Driver-in-Charge at the point of obstruction, and the Driver must then give the Guard a written order to Station Master in advance, "Stationing the point of obstruction, and that he will now allow train to be moved forward until the arrival of relief engine." The Guard then proceeds to station in advance and hands written order to Station Master who arranges "Pilot Working," Fireman is sent to station in rear with the staff to be used for working between there and point of obstruction. Guard and Fireman when proceeding to stations in advance and rear place detonators on line. On their return they will be responsible for protection of the obstruction until relieved.

EMERGENCY TRAIN WORKING

1. Issue of Staff Telegrams for more than one train.

2. Staff Telegram—Cancellation of.

3. Proceed Orders.

Procedure to be adopted in the event of either train breakdown failure of train engine or failure of staff equipment.

STAFF TELEGRAM AUTHORITY FOR TWO OR MORE TRAINS

(Applicable to Ordinary Staff Working)

When it is necessary for two or more trains to follow from the opposite end of a section to the station where the staff is held, and it is not possible to obtain the arrival report, thus allowing Staff Telegram Authorities to be issued one at a time, after complying with Sections (a) and (b) of Rule 21 the officer requiring the Staff Telegram must ask for Staff Telegram Authorities for the trains requiring to be sent over the section.

The Staff holder will then issue Staff Telegram Authority for two or more trains as may be required, having locked away the staff, which on no account must be released until all the trains for which the Staff Telegram Authorities have been given have arrived at the staff holder's station. The trains on Staff Telegram Authority may be despatched on Block clearance provided Driver has been served with and has signed for the usual "Train Ahead Notice."

PROCEDURE TO BE FOLLOWED WHEN THE NECESSITY ARISES TO COUNTERMAND A STAFF TELEGRAM

No Staff Telegram Authority must be countermanded once it has been issued unless the altered running of trains makes the cancellation imperative and in all cases where this procedure is adopted, full records of the circumstances which required the cancellation to be authorised are to be entered in the Train Controllers Log Book.

1. The Officer-in-Charge at a staff station, who has received a Staff Telegram which needs countermanding, is required to telegraph the Chief Traffic Manager and the issuing station giving the number of Staff Telegram and the reason requiring the countermanding.
2. The Chief Traffic Manager, being satisfied countermanding is necessary, will telegraph both receiving and issuing stations that Staff Telegram is cancelled, including in the telegram the number of the Staff Telegram to be cancelled.
3. The station which has received the Staff Telegram will immediately cancel same and telegraph the Chief Traffic Manager and the issuing station when this has been done.
4. The Chief Traffic Manager, being in possession of the telegram advising that Staff Telegram has been cancelled, will telegraph the issuing station authority to release the train Staff.
5. All telegrams both inwards and outwards, together with the cancelled Staff Telegram Authority are to be forwarded by both stations concerned to the Chief Traffic Manager, Launceston, by the first train.

PROCEED ORDERS

EMERGENCY TRAIN WORKING

Emergency Train Working.—In the event of :—

1. Failure of Electric Staff Instruments.
2. Ordinary or Electric Staff lost or damaged.
3. Staff portion of Composite Electric Staff at opposite end of section to that from which the next train or trains require to be despatched.
4. Staff overcarried to Forward Section.
5. On Staff Locked Sections when staff caught in Staff Lock and cannot be withdrawn.

and other appropriate occasions, the Chief Traffic Manager may suspend Staff Working and to work trains forward over Ordinary Staff and/or Electric Staff Sections by "Proceed Order," pending the restoration of Staff Working or the introduction of Ordinary Staff Working on Electric Staff Sections, instead of adopting "Pilot Working," the object being to minimise delays in the passage of trains.

In cases 1 to 4 quoted above the Station Masters at each end of the Section must first have a definite understanding with each other as to the position and must then advise the Chief Traffic Manager the following information in one telegram from each station.

ORDINARY STAFF

1. What has given rise to the need for "Proceed Order."
2. Particulars of the last train which passed over the Section.
3. The authority on which it travelled.
4. In the event of the damaged Staff being on hand it must be locked away—advice that this has been done to be included in the telegram.
5. The Station Master requiring "Proceed Order" must request it in his telegram.

ELECTRIC STAFF

1. What has given rise to the need for "Proceed Order."
2. Particulars of the last train which passed over the Section.
3. The number of Staffs in the columns.
4. Particulars of any Staffs missing from the columns.

In connection with 4, if a Staff (ordinary or composite) is out of the instrument, or one can be withdrawn, it must be locked away. Also if a com-

posite Staff is out of the instrument, and the complete Staff is not at the one Station, the Station Masters must account for the whereabouts of the complete Staff, that is to say, Tickets "A" and "B" and the Staff portion, the Staff portion must be locked away.

5. The Station Master requiring "Proceed Order" must also request it in his telegram.

It is important that the Staff once locked away shall not be released until the Chief Traffic Manager authorises this.

When the Chief Traffic Manager is satisfied that the Section is clear and that all precautions necessary for safety have been taken, he will notify the Station Masters at each end of the Section where practicable that Staff Working is suspended. This advice must immediately be acknowledged.

"Proceed Order" will then be issued for one train at a time. "Proceed Orders" subsequent to the first one will be issued, if necessary, after satisfactory evidence that the previous train has cleared the Section, and the Section is clear, has been received. The "Proceed Order" will be in the following form:—

(517)

PROCEED ORDER

No.

Date,

No. Words	Code	Time	Time Received	Operators Ints
-----------	------	------	---------------	----------------

To Station Master,

Staff Working on

Section is suspended.

*

This authorises the Driver and Guard of

..... train to proceed from

to

*Strike out "and Guard" if not required.

..... Chief Traffic Manager.

When once a "Proceed Order" has been issued it must not be countermanded except : the Chief Traffic Manager, who, if altered circumstances require it, will telegraph instructions for its cancellation. No telegram giving instructions as to the movements of trains must be taken to cancel a "Proceed Order." The order to do this will be telegraphed as a separate and distinct instruction.

Pads of the new "Proceed Order" Form No. 517 have been supplied to every Staff Working station. At Officered Stations the forms must be kept in a readily accessible place and when the station is being worked as unattended must be left with the Staff equipment. At unattended Staff Stations the pad must be left in the same place as the Receiving Staff Telegram Forms.

It will be permissible in emergency, the special "Proceed Order" forms not being available, for the Ordinary Telegram Forms to be used, but this must

be avoided as far as possible.

Three copies of the "Proceed Order" are to be prepared by the Station Master, one for the Driver, one for the Guard, and one for the Office use on which the receipts of the Driver and Guard are to be obtained and the form forwarded to the Chief Traffic Manager by first train, together with a report as to the reason for issue.

The Station Master receiving "Proceed Order" must advise the Station Master at the opposite end of the section if attended the number and description of the train and the time of despatch. The latter Station Master or Guard in charge of train if Station in advance is unattended must cancel the "Proceed Order" forms received from the Driver and Guard (inserting time, date and initials) and forward them to the Chief Traffic Manager without delay. He must also promptly advise the Station Master in the rear or Control of the arrival of the train.

When "Proceed Order" has been received owing to the staff portion of the Composite Electric Staff being at the wrong end of the Section, the Station Master must forward the ticket or tickets he holds to the Station Master at the opposite end of the Section as a "Value" parcel by the train despatched on "Proceed Order" so that normal Staff Working may be resumed with the minimum of delay.

In the case of "Proceed Order" having been issued because of a lost or overcarried Staff, when the Staff has been received by the Station Master at either end of the Section to which it applies, it must at once be locked away and the Chief Traf-

fic Manager telegraphed that this has been done he will issue instructions as to the subsequent action to be taken.

When the train or portion of a train, travelling on "Proceed Order" is left upon the line from accident or inability of the engine to take the whole forward, the Driver must not return for it unless he is in possession of written instructions from the Guard (Form 335). In either case the Guard, after securing the rear portion, must protect his train in the rear, in accordance with Rule 249. As soon as the engine or first portion of the train has drawn forward sufficiently far, either by day or night, two detonators must be placed on the rails 100 yards from the front vehicle, to notify the Engine Driver when returning of the position of the remainder of his train left on the running line. After sunset, or in foggy weather, a red light must be placed on the front vehicle of the rear portion by the man who divides the train.

When a train which carries a "Proceed Order" becomes disabled between two staff stations, the Driver must hand his Fireman a written order, addressed to the Station Master at the nearest station from which assistance can be obtained, or is expected, stating the nature of the failure, the place where it has occurred, and authorising the Station Master to allow a Relief Engine to proceed to remove the disabled train. The Station Master, on receipt of the written order, must endorse it, arrange for the despatch of a Relief engine, and return the order to the Fireman, who must hand it to the Driver of the Relief engine, and accompany him to the place where he left the disabled train. The Driver of the Relief engine after remov-

ing the disabled train to the end of the section to which it was previously proceeding, must deliver the written order to the Station Master, and the Driver of the disabled engine must hand over the "Proceed Order" held by him. The Driver of the disabled engine must not move his train until the Relief engine arrives.

TRAIN WORKING

1. Interval between trains.
2. Working of Permanently Unattended Staff Stations.
3. Changing Staff at Stations where engine crews change.
4. Special Staff Working Conara Jcn—Pownam—Western Jcn.

INTERVAL BETWEEN TRAINS

Telephone Block Working.—When trains run out of course the Train Controller may allow another train to follow on Telephone Block clearance provided the Driver and Guard is furnished with a "Train Ahead Notice" endorsed to stop at siding at which telephone block is established. The Guard, Fireman, Conductor or Motorman's Assistant (as the case may be), of the train in advance must-

stop at the siding and give clearance to the Staff Station in the rear and the Guard, Fireman, Conductor or Motorman's Assistant of the following train must not proceed beyond the specified telephone block siding until he has obtained clearance from the station in advance.

At a block post where a "Control" telephone is available, Guards or Motormen will report direct to "Control" and "Control" will then transmit clearance to officer-in-charge at staff station in the rear.

Proceed Order.—Trains on Proceed Order are worked forward on Sectional Clearance only, the Master Key to be carried on the engine in all cases when required.

Working of Permanently Unattended Staff Stations.—Certain stations are worked as unattended staff stations, and are operated by Guards.

The following standard instructions will apply to all such staff stations:—

The staff working will be attended to by the Guard of each train, who will examine the train time book.

When trains cross at an unattended station where no fixed signals exist, they will both stop short at first facing points, and then be signalled into yard by hand signal, exhibited at facing points, as per Rule Book, page 202, Section 3, Clause B.

This Instruction clearly indicates that Drivers must not on any account pass the first facing points until signalled by hand signal exhibited at facing points. The rule is imperative that the train

shall stop, and the train passing the first facing points in the absence of such hand signal is equivalent to, and will be treated as, passing a fixed signal at "danger" for which the entire train crew will be held responsible.

Guard of first train to arrive will assume control of station and staff working. EXCEPTION Where important passenger and goods trains cross, and passenger train arrives first, the Guard will transfer charge of station and staff working to Guard of less important train.

The Guard whose train has been placed in the siding will be held responsible for seeing that the points are re-locked in their normal position after the admission of the train to the siding and its despatch therefrom, and also for seeing that the scotch-blocks are re-locked across the rails.

When altered running occurs or specials run, the Station Master on either side will advise Guards, and give them the necessary instructions.

Train time-book to be kept and entered up by Guards of all passing trains.

Guards using Staff Telegram message must report the use of same to the Chief Traffic Manager on a separate memo form after arriving at terminal station.

Each used staff ticket to be cancelled together with time, date and Guard's signature and handed to the Station Master at next staff station in advance.

Changing Staffs at Stations Where Engine

Crews Change.—At Stations where the crossing loop extends for some distance to one side of station building, the procedure given below is to be followed for giving and receiving the staff authority when changing engine crews:—

The Driver of first incoming train going into crossing loop must give up staff authority, on which his train travelled, to the Officer-in-Charge, who is responsible for obtaining it.

The Driver of second train, travelling in the opposite direction, which stops short in order to change crews, will hand the staff authority to the Driver he is changing with, so that the staff remains with the train, and the change over Driver will, in turn, give it up to the Officer-in-Charge responsible for obtaining it either before or on passing station.

Provided that if the last train to arrive within the home signal it will be permissible for the incoming Driver to hand over the staff authority immediately to the Officer-in-Charge, if he is available, and the Driver of the last train to arrive will notify the change over Driver that the staff authority has been handed to the Officer-in-Charge.

Special Staff Working Conara Jcn.—Western Jcn. Section.—The Western Jcn.—Powranna Short Section Staff will normally be locked away at Western Jcn.

The Powranna—Conara Jcn. Short Section Staff will normally be locked away at Conara Jcn.

Should it be necessary to open the Short Western Jcn.—Powranna—Conara Jcn. Staff Sections for

emergency crossing of trains at Powranna the Long Section Special Staff Western Jcn.-Conara Jcn. Section is to be locked away at Western Jcn. or Conara Jcn. and this information together with departure and arrival of last train telegraphed to Chief Traffic Manager who after Train Controller has satisfied himself all trains are clear of Western Jcn.-Conara Jcn. Section will authorise release of Western Jcn.-Powranna-Conara Jcn. Short Sections Staffs to enable an emergency cross to be made at Powranna.

Powranna Station will be worked as unattended station and when such crossing is to be made Rule 3, Section (b) page 202 of the Book of Rules and Regulations will apply -

Upon completion of emergency crossing of trains at Powranna and after trains arrive at Western Jcn. and Conara Jcn. the Short Section Staffs are to be locked away at Conara Jcn. and Western Jcn. and Chief Traffic Manager telegraphed accordingly.

The Train Controller being satisfied the Western Jcn.-Conara Jcn. Section is clear of all trains will authorise the release of Conara Jcn.-Western Jcn. Long Section Staff.

The new Short Staff Sections will be

	No. of Staff	Colour
Conara Jcn.-Powranna	2	Pink
Powranna-Western Jcn.	1	Green

TRAIN WORKING SOUTHERN SECTION

Backing Trains from Lower Yard to Top Yard Hobart -Referring to instructions in Circular Memorandum dated 21st June 1960, regarding the use of the intermediate Shunting Signal situated at the North-Eastern end of the New Lift Shed at Hobart

To assist all concerned the instruction is again issued in detail for the guidance of staff.

The Shunting Signal in question was erected to ensure points controlling entrance to Lower Yard, Loco Wall Yard and Ash Road were correctly set for the passage of light engines, DP units and trains from Lower Yard and/or Loco Depot to Top Yard.

To enable this to be effectively worked the three sets of points as mentioned above were wire-locked to the intermediate shunting signal. This means that the intermediate shunting signal will only pull to "all clear" when the above points are correctly set.

It is therefore essential to ensure points are correctly set that when any movements are made from Bottom Yard and/or Loco that the Intermediate Shunting Signal is to be pulled to "all clear." This is to apply irrespective whether light engines, DP units or trains go beyond the intermediate shunting signal.

If it is necessary at any time for a train or light engine to be held, whilst a similar unit is brought out of Loco or Bottom Yard to proceed ahead to the Top Yard, the train held must proceed

beyond the Shunting Signal situated nearest the Short Road Dead End at Regatta Ground, and will not reverse to Top Yard until this Signal and other Signals governing the entrance to Top Yard have been lowered to "all clear" position.

Blocking Dromedary Road Crossing, Bridgewater Jcn.—When No. 13 train is running late and arrives Bridgewater Jcn. between 8.00 and 8.30 a.m., owing to school children scrambling over trucks fouling Dromedary Road Crossing please stop No 13 train short of crossing on Northern side and perform shunting

Blocking Road Crossing, Derwent Park, No. 90 Train.—Commencing forthwith and until further notice when BC's are marshalled on No. 90 train leaving Hobart the load behind these trucks must not exceed equal to thirty eight in length

Checking Tickets, No. 69 Train.—A lad porter will assist the Guard of No. 69 train with the checking of Worker's tickets at Cadbury's gates. Any tickets required will be issued by the Operating Porter.

Elwick Line.—All concerned are advised that as from the 7th June, 1967, a scotchblock will be placed over the Main Running Line in the Show Ground area. The position of the block will be approximately 135 yards in advance of the Main Railway Office building at the Show Ground Platform

Lights Left on Suburban Car Stock.—Lights of Nos. 24—26 trains must be switched off on arrival at Risdon and Cadbury's respectively, and other trains at terminal stations where practicable. On evening trains, lights must be switched off on ar-

rival at Hobart.

Train Load and Marshalling Order, No. 90 Train.—In order to assist general station working and marshalling of early morning trains at Western Jcn., Guards of No. 90 train are to prepare a copy of their Train Order showing position of trucks on train and this order is to be handed out to Officer-in-Charge, Tunbridge for transmission to Control.

New Norfolk Various Trucks ex Derwent Park to Hobart, No. 81 Train.—Guards are advised that when a New Norfolk various truck is placed on No 81 train waybills are to be placed in the Derwent Valley correspondence box at Hobart so that they will go forward with the truck on No. 6 train next morning.

Western Line Parcel Roadside, No. 90 Train.

1. Load parcels Ferth—Exton in Van of No. 90.
2. Load parcels Deloraine to Burnie inclusive in E&E parcels roadside No. 90.
3. Load parcels for beyond Burnie in Steel Container (Wire Basket) in Stanley roadside on No. 90 train.

The Goods Officer, Hobart, is arranging for an empty steel container (wire basket) to be placed in Stanley Roadside daily. This will be used for loading of parcels beyond Burnie. This container can then be secured before truck is loaded at the Hobart Goods.

Placing Empty Q.G.'s, Moonah.—All Guards are to see that wagons are left with the two QG's on the Derwent Park end of string, level with the loading ramp.

Papers, Periodicals, Parcels, &c.—Parcels transferred in Hobart off No. 87 train are to be returned to Suburban Stations by No. 10, 5 25 a.m. ex Hobart.

Parcels for Stations which are unattended on the forward journey are to be taken to Brighton and put out on the return journey.

“Mercury” papers and throw off papers are to go forward by the 5.25 a.m. ex Hobart and dealt with on the forward journey.

Periodicals Only.—Periodicals are to go forward by No. 14, 5.55 a.m. ex Hobart and put out at the Suburban Stations on the forward journey.

Scotch Block, Risby's Siding.—All concerned are advised that a scotch block is installed in Risby's Siding approximately three feet inside catch points.

Safety Helmets.—Guards are required to wear safety helmets during shunting activities in the A N M Yard, Florentine.

No. 26 Zinc Works Train Stopping at Sunderland Street.—No. 26 Zinc Works train must be drawn clear of road crossing before stopping at Sunderland Street.

Guard of No. 26 must ascertain from Officer-in-Charge, Moonah, the position of No. 9 train in regard to picking up passengers off No. 9 train at Sunderland Street for Risdon.

St. Virgil's College Trains.—Guard of No. 34 train is to make a thorough inspection of his train

before departure from Hobart and again on arrival at St. Virgil's.

The same procedure is to apply to No. 55 train. Cars to be inspected before departure from St. Virgil's and again on arrival at Hobart.

The Principal of St. Virgil's College, is detailing a Prefect to accompany the Guard on each inspection and the Prefect will present himself to the Guard before the start and again at the conclusion of each journey.

Details of all damage is to be noted and any which occurs during the journey is to be brought to the notice of the Prefect and details submitted immediately to District Superintendent, Hobart.

No. 96 Train.—For protection of Gangs, No. 96 train must not depart from York Plains until 7.45 a.m.

Guard daily is to report times to Train Control from York Plains, Antill Ponds and Tunbridge.

TRAIN WORKING WESTERN LINE

No. 250 Train.—Guard in Charge of No. 250 train ex Devonport on arrival in Launceston, way-bills, correspondence, &c, may be left with Signalman at N E Jen to enable Guard to ride on Engine to Barracks

Train Working, Devonport Section. No. 234 and No. 236.—Guards on No. 234 and 236 daily to give

Kimberley Bank tonnage prior to departure from Devonport to Control.

Guards to Wear Helmets When Shunting in the V.L.P. Yard at Heybridge.

Guards Running No. 229 Train ex Railton.— Guards off No. 229 train to assist at Devonport, if required, by the Yard Foreman until 9 p.m

Pig Traffic, Newstead.—Trucks of pigs consigned to J. C. Hutton, Newstead, are to be placed on the road crossing side of the unloading ramp. This is necessary because of difficulties experienced hand shunting trucks to ramp.

Train Shunting Movements Devonport Shunting Yard and Appledore.—Further to Circular Memorandum dated 24th May, 1965, regarding shunting movements to and from Caltex Siding, Shell Siding and Devonport Goods Depot and new Shunting Yard

Commencing from Monday, 21st June 1965, the undermentioned Special Working will operate

Two subsidiary electric staff instruments have been installed in a building near the staff locked points leading from the main near Appledore and for the purpose of staff working this will be known as Appledore and will be unattended except as required below

Electric Staff Instrument B is short section Devonport-Spreyton Section with Devonport-Appledore-Spreyton engraved on each electric train staff

Electric Staff Instrument "C" is long section Devonport-Latrobe with Devonport-Appledore-

Latrobe engraved on each electric train staff.

The subsidiary electric staff instruments allow an electric train staff to be withdrawn or placed in instruments at Appledore. When an electric train staff is to be withdrawn at Appledore and providing section is clear, Officer-in-Charge, Devonport, will give permission for electric staff to be withdrawn

The subsidiary electric staff instruments at Appledore enables up trains to be admitted to new shunting yard via staff locked points at Appledore and also enables down trains to be despatched from new shunting yard via the same loop road at Appledore.

When it is necessary to admit an up train as above, Yard Foreman or Leading Shunter will arrange for a competent man to stop up train at facing staff locked loop points Appledore. Section electric staff is handed over by driver of up train which is placed in staff lock and after reversing points up train is admitted to new shunting yard via track adjacent to Weighbridge Road. When up train is clear of loop points and derail block at main the points are returned to normal position and section electric staff is then taken from staff lock and placed in subsidiary electric staff instrument. This action enables section to now be used for further train working on the Devonport-Spreyton or Devonport-Latrobe sections whichever section is in operation at the time.

When it is necessary to despatch a down train from the new shunting yard, the Yard Foreman or Leading Shunter will arrange for competent man to proceed to Appledore, where, providing the section is clear and authority has been given by Control for down train to be despatched, he will contact Station

Masters Devonport, Latrobe or Officer-in-Charge, Spreyton (if Latrobe and Spreyton are attended) and withdraw electric train staff from subsidiary instrument and will show same to Driver of down train before placing in staff lock. After reversing points Driver of down train, after receiving signal from Guard, will draw ahead on to Main Line and when van is clear of loop points, the points will be returned to the normal position. Section electric train staff will then be taken from staff lock and handed to Driver of down train

A press button red and green colour light shunting signal has been installed 1000 feet of staff locked loop points. The press buttons are also located in the building at Appledore. The red colour light signal is to be used to stop down train on main when van is clear of staff locked loop points. The green colour light signal is to be used to enable Guard to give "right of way" after Driver receives the section electric train staff

Regarding shunting movements or light engines working between Devonport Station- Loop Depot and new shunting yard. If the congestion prevents the above movements via the Shunting Roads on Devonport Station, new shunting yard section, and to avoid any unnecessary delays, such movements may be arranged via the main between Devonport Station and Appledore. Such movements would be under electric train staff regulations

The following procedure is to apply to shunting movements, light engines and trains on the Devonport Station-new shunting yard section via the shunting roads next to main running track

Yard Foreman or Leading Shunter-in-Charge of

shunting, &c., at the new shunting yard, and Signal-man-in-Charge, Devonport signal box must work in close co-operation and all movements to and from new shunting yard and Devonport Station will be worked under telephone block clearances.

Light engines and up and down trains moving to and from new shunting yard and Devonport Station must run via Middle Point adjacent to main running track

Whilst the above movements are in operation yard shunting engine must not occupy this section of track, but may perform shunting operations on track nearest to wheat silos

All telephone block clearances are to be recorded in train time book which is to be kept in the Devonport Signal Box and Yard Foreman's Office at new shunting yard

To overcome false flash light warning signals on road crossing at Appledore a notice board has been erected 300 feet East of Loop points at Appledore and reads as under

Trains being admitted to Ferry Yard
STOP at this point until hand signalled to proceed by traffic employee.

Trains entering Ferry Yard via loop at Appledore will therefore stop at notice board which is outside the Bonded Section operating flash lights on Appledore crossing

Instructions for Handling Bulk Cement Wagons Devonport and Railton. - Bulk cement is conveyed in special wagons of Q.E. type and at times B.C

wagons will also be used. The bulk cement will be unloaded at New Cement Silo situated on the Western end of the wharf at Devonport

The Q E wagons will be unloaded on the line on the Main Line side of Silos, and the B C's will be unloaded on the line nearest to Silos on the Wharf side

To enable Bulk Cement trains to be admitted direct to Cement Silos, a new crossover from Main to loop has been installed near the Up Intermediate Home Signal

A second Signal Arm has been placed on the existing Up Outer Home Signal

When it is necessary for special train to be admitted direct to Cement Silos from Up Main, the Signalman will hand Annette Key to competent Traffic man who will proceed to the above crossover points, and after ensuring that all points are correctly set towards Cement Silos will place Annette Key in slot of points lever and after setting the crossover will pull signal lever which operates lower signal arm on existing Outer Up Home and at the same time exhibit Green Hand Signal at crossover facing points.

Train may then run direct to Cement Silos where special wagons will be placed in position for unloading.

If convenient Down Trains may also be despatched through the new crossover by the use of the Annette Key

A two aspect colour light signal has been

erected 400 feet East of new crossover and controls movements of trains and shunting movements proceeding from New Goods Yard at Appledore to Station area via the Shunting Road or Middle Road

After lifting lids on Q E wagons just prior to being loaded at the Cement Works Silo the Guard is to inspect the interior of these wagons to see if doors are partly open. This can be ascertained by seeing daylight by day or lamplight by night

At Devonport it is necessary for Guards to be present when Q E's are being unloaded and to watch whether the doors are fully closed, also when fully open and advise the man in charge of this unloading.

At Railton Q E Trains may run between Station and Cement Works with one man, this in most cases would be the Guard

Only one engine (emergencies excepted) will be permitted in the Railton Yard-Cement Works Yard Section at any one time.

Cement trains will not reverse at Devonport but may run from Devonport to Railton with van leading

NORTH-EASTERN LINE WORKING

Clearances No. 271 Train Daily.--Guard of No. 271 train daily must give departure times to North-East Jcn from Mowbray, Karoola, Lilydale, Lebrina and Nabowla.

No 292 train must not depart Nabowla until 4.00 p.m- owing to Gangers occupying line.

No. 269 train must give North-East Jcn. clearance from Mowbray, Karoola, Lilydale, Lebrina and Nabowla

CASH BAGS

Cash Bags.—Guards are instructed that under no circumstances are cash bags to be thrown from trains or left in Waiting Room when Stations are unattended

CONTAINER TRAFFIC

Wagons Reduced in Transit.—When flat top wagons carrying Containers are reduced in transit for adjustment to load or with hot box, &c, the full details of consignment is to be advised to the Officer-in-Charge for advice to Train Control for log entry. Details are to include Container Class letter and number, Consignee's name commodity and name of ship if shown on Waybill

RCC at Duck River Siding.—The side door of RCC refrigerated containers must be directly adjacent to factory when shunted to Duck River Siding. If door on reverse side, wagon to be taken to Smithton for turning of Container by fork lift

Stanchions on Timber Wagons.—Particular attention is to be given to the security of stanchions not in packets of Timber and flat top wagons carrying

Containers Wagons must not be lifted if doubt exists as to stanchion security

Freezers Siding—Staff Working Porter Somerset maintains daily contact with the North-West Freezing Company re placement and/or lifting of containers at Freezers Siding. The Staff Working Porter should be contacted if any doubt exists regarding train requirements at that centre

RCC's Supplied to Freezers.—For loading are to be loaded with door of Container on opposite side of truck to brake lever

When this traffic moves between Smithton and Freezers, Smithton arranges correct placement of containers on wagons.

Heated Chocolate Containers.—Are only loaded on KG wagons specially modified for this purpose Wagons that are modified as under —

KG 2, 54, 61, 79, 83, 86, 88, 146.

COVER FOR TANK WAGONS

Acid Tanks.—Equal to two trucks between van and acids

When hauled by only one Diesel Class locomotive equal to two trucks between engine and loaded trucks of acid.

Oil Tankers.—Oil tankers either full or empty

when conveyed in trains hauled by two diesel locomotives will not require any runners in front of oil tank but will require not less than one wagon in front of Guard's Van except if a fuel stove is in use and then three single trucks or equivalent must be marshalled between Guard's Van and any empty or loaded oil tank wagon.

When hauled by single diesel locomotive equal to two trucks must be marshalled between engine and tankers

DEFECTIVE ROLLING STOCK

Carding Defective Rolling Stock for Repairs. Instruction to Traffic Branch and Rolling Stock Branch Employees, Issued June, 1964

Where defects are observed on rolling stock, the appropriate Repair Card must be inserted in the consignee's card bracket on wagons, and in the oiler's bracket on cars and vans. The Repair Card must be endorsed with details of the defect.

The types and use of Repair Card are as follows—

WHITE REPAIR CARD, No. 249.—"REPAIRS NOT TO GO," is held by all enginemen and by train examiners and running-gear repairers at Launceston, Hobart, Devonport and stations where a special road is set aside for repairs. Vehicles carded with the White Card are unsafe for travel and are to

be withdrawn from traffic until repairs are effected. Vehicles carded at the above mentioned stations are to be placed in the

Repair roads and those carded by engine men must be detached from the train at the nearest station. On no account must rolling stock be returned to traffic until the cards are removed by staff of the Rolling Stock Branch

GREEN REPAIR CARD, No. 249A.—"REPAIRS TO BE WORKED LOADED TO LAUNCESTON," is held by all enginemen and train examining staff, indicates that the vehicle is safe to travel loaded so that repairs may be effected at the earliest opportunity.

If the vehicle is to be worked to some other Depot for attention, the word "Launceston" is to be crossed out and the name of the Depot written in. Loaded wagons that are carded for repairs and are being worked away from a repair depot must be returned to the Depot stated on the card by first train after unloading.

YELLOW REPAIR CARD, No. 249B.—"REPAIRS TO BE WORKED LIGHT TO LAUNCESTON," is held by train examining staff only and is to be used only under exceptional circumstances. As stated above, the word "Launceston" should be crossed out when working the vehicle to another depot for repairs.

DELAYS OF TASMAN LIMITED DUE TO WATER SHORTAGE

From time to time there have been delays to the Tasman Limited caused by the ACS cars running out of water

This type of failure can be due to the following:

- (a) Water tanks not filled at terminal stations
- (b) Water tank filler caps not screwed on correctly
- (c) Defective water raising compressor
- (d) Dirt under the toilet flushing valve seat causing water to run continuously and thus drain system

The most prevalent cause of trouble is the latter and the action required to overcome this trouble is as follows:-

- 1 The defective valve should be flushed a number of times to dislodge any dirt in the flusher
- 2 If item 1 fails to remedy defect, the main stop cock at the base of the fitting must be turned off. This is normally carried out by the Guard who uses a special spanner located in each van for this purpose
- 3 Notify Chief Mechanical Engineer's Office of defects when arrangements will

be made for repairs

Unfortunately if a flusher valve becomes defective it often does not become evident until the carriage water tanks are empty and water cannot be obtained at the buffet section

A routine inspection of toilets to be made by the Hostess at least twice during the trip between Wynyard and Western Jcn., and Hobart and Western Jcn. on each journey and should any wastage of water be discovered, the Guard is to be advised and he, in turn, will arrange to advise the Chief Mechanical Engineer, through Control, unless he is able to rectify the fault.

EXPLOSIVES

Equal to two trucks empty or containing ordinary goods to be between each truck of explosives

Detonators on North-Eastern Line only may be carried in same vehicle as gelignite provided they are transported in their original cases and in Departmental explosive boxes. Gelignite must be stowed one end of truck and detonators the other end. Maximum amount of detonators 10,000 or 50 lbs.

Explosives between Stanley and Heybridge maximum of 120.000 lbs to each train

Not more than 6 ton 14 cwt shall be loaded in any one truck

Not more than 10 trucks loaded with explosives shall be attached to or conveyed by any one train

at any one time. Trucks containing explosive liquid or dangerous goods must not be used for intervening trucks.

Not more than 220 lbs. can be carried on any train carrying passengers except on North-Eastern Line where 1,000 lbs. can be carried subject to the following conditions:

Passengers to be carried in last vehicle.
Minimum of six vehicles between explosives and passenger vehicle.

EXAMINATION OF TRAIN

Guards-in-Charge of a Mixed or Goods train must satisfy himself before starting and during journey that the vehicles composing the train are properly loaded, carded, marshalled, coupled and sheeted.

He must also carefully examine the loading of any vehicle he may attach on the way and if any vehicle becomes unsafe through load shifting he must at once have the load adjusted or the vehicle removed from the train.

GOODS PUT OUT AT UNATTENDED SIDINGS

Waybills or consignment notes for goods put out at unattended sidings or Women-in-Charge stations

are to be marked on both the original and duplicate copies thus:—

Put Out,
No. 7 train,
F. G. Moore,
23/5/67

and any irregularity, such as goods short or in excess or damaged, is to be marked on both the original and duplicate invoices, waybills, or consignment notes, as the case may be. Particular attention is to be given to this and shortage reported to first officer in-charge station.

LEVEL CROSSING ACCIDENT

The following procedure is to be observed when a level crossing accident occurs:—

- 1 It must be reported by the most expeditious means to the nearest station and brief details issued to Train Control and Chief Traffic Manager. In addition the General Manager and/or Secretary and particularly the Solicitor are to be notified as soon as possible after the occurrence. In the event of a serious accident involving injury or fatality, the police must be notified.
- 2 On the arrival of police officers, the members of the train crew are to give their full names and addresses and verbally make brief factual statements, not

opinions, of the occurrence. Further detailed information may be required later.

- 3 Whilst the police have no power to hold the train, every effort is to be made by the crew to co-operate with the police to enable them to perform their duty and to enable the train involved in the accident to resume its journey with the least possible delay.
- 4 If photographs are required, the police may make suitable marks on locomotives or rolling stock for the purpose of taking such photographs as soon as practicable. These marks must not be interfered with and the crew should report such requirement on arrival at home depot.
- 5 When a motor vehicle is involved in the accident, train crew is to note full particulars of the type of vehicle, its registration number and wherever possible, obtain the full names and addresses of all occupants.
6. On completion of shift, each member of the train crew will submit a written report, setting out full particulars of the occurrence in addition to the normal notice placed in the Journal, or on the running sheet, and also advise their superior officers of any comment or requests made by the police officers.
7. The responsible supervising officer (Loco. Foreman or Station Master) must as-

certain on receipt of reports, if any further action is required by the police such as the impounding of locomotive or any other matter pertaining to the accident. The crew members may be required to make further statements to police officers

full particulars of the incident with the reports of the train crew must be forwarded to the Secretary as soon as possible

LIVESTOCK

Station Masters and Officers-in-Charge are to pay personal attention to livestock on trains while standing at their stations to note in what condition the livestock is and to take particulars of any downing of the wagons or injuries, reporting specially any case of animals being dead or injured, giving their opinion as to the cause. They must make every effort to minimise shunting of livestock

Guards-in-Charge of trains having livestock attached must make a special note on their Journal as fully as possible as to the condition of the stock on taking over the train and as late as possible when handing the train over to other Guards, so as to enable any injury to stock to be readily traced

Overcrowding of Livestock in Railway Wagons – Station Masters, Guards and others must caution consignors of livestock against overcrowding same when

loading in railway trucks, and must promptly report every case of overcrowding that comes under their notice, giving full particulars as to consignor, consignee, truck number and contents

Stock infected with Bovine Brucellosis are transported by rail accompanied by movement order for immediate slaughter and must be forwarded to station as shown on movement order. Stock so infected must not be diverted

Stock infected can only be railed to Abattoirs Siding, Killafaddy, Quoiba and Freezers Siding, Richardson's Stock Yards, Campania or other stations but Stock Yards must NOT be used

LOADING GAUGE-STRUCTURAL CLEARANCES

Loads on normal railway wagons (KKC's excepted) 9 feet 6 inches wide from truck floor to 12 foot above Rail Level may be carried anywhere on System except through North-Eastern Line Tunnel where loads may be 9 foot 6 inches wide but height must not exceed 10 foot 6 inches and also to include overhanging verandah of Launceston Station. Loads on KKC wagons are to be restricted to 9 foot wide from truck floor to 3 foot above rail level

Where loads are within the above measurements an overgauge certificate is not required

Some loads, depending on their nature may have

a high centre of gravity and where any doubts exist as to the safety of such loads, reference is to be made to Chief Mechanical Engineer for further advice.

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All concerned are advised that custody of mails must be given strict attention and mails are not to be left on platforms in such a position where they cannot be kept under proper surveillance at all times by a member of the staff. When mails are loaded in vans such vans must be securely locked to prevent theft of the bags

When mails are received by members of the staff a check must be made to see the correct number of mails have been delivered before a signature is given

Guards, Conductors and others handling mails on trains are reminded of the importance of handing the Station or Postal employee, &c., to whom they deliver mails en route and at the terminal station of the run, a Postal Form P.M. 8. for the number of mails put out and obtaining receipt for same or shown put out on Mail Waybill.

The following is a guide for lifting of Mails by respective trains.

LIFTING OF MAIls

No. 21 Train.

New Norfolk.

Saturday Only.
 New Norfolk.
 Dromedary.
 Marshlands.

No. 33 Train.

Claremont.

No. 63 Train.

Dromedary.
 Marshlands.
 Bridgewater.
 Granton
 Austin's Ferry.
 Claremont.

No. 59 (Saturday).

New Norfolk
 Granton.

No. 67 Train.

Western Jcn.
 Conara Jcn.
 Campbell Town.
 Tunbridge.
 Rhyndaston.
 Brighton.

No. 40 Train.

Parattah.
 Tunbridge.
 Ross.
 Campbell Town
 Conara Jcn.
 Cleveland.
 Epping.
 Powranna (Fri. and Sat. exceptd.)
 Clarendon.
 Tea Tree (Sat. only)
 Campania
 Lowdinna
 Colebrook
 Stonor. u u u u

No. 76 Train. (Monday to Thursday).

Stonor

No. 29 Train.

Tiberias (Mon., Wed., Fri.)
 Lowdinna (Daily)
 Rekuna (Mon., Wed., Fri.)
 Tea Tree (Daily)
 Austin's Ferry (Daily)

No. 72 Train.

Campania.
 Parattah.
 York Plains.
 Antill Ponds.
 Tunbridge.
 Ross.
 Campbell Town.
 Conara Jcn.
 Powranna (Fri. only)

Friday only lift Stonor to Parattah (locked
 in Store Room).

In the event of No. 194 not connecting with No. 72 Launceston Mails must be forwarded to Launceston by No. 86 train.

No. 87 Train.

Western Jcn.
Conara Jcn.
Campbell Town.
Ross.
Tunbridge.
Antill Ponds.
York Plains.
Parattah.
Colebrook.
Campania.

No. 5 Train.

All Mails ex No. 236 Western Line for Main Line.

All Mails ex Fingal Line for South of Conara Jcn.

Parattah.

No. 7 Train. (Sundays).

Conara Jcn.
Campbell Town.
York Plains.
Stonor (locked in Store Room)

No. 6 Train. (Sundays).

York Plains.
Conara Jcn. (Store Room)

FINGAL LINE

Monday to Friday

No. 177 Train.
Avoca.
Fingal.

Saturday only

No. 171 Train.
Avoca.

No. 188 Train.

St. Marys.
Frodsley. (Mon. To Fri.)
Fingal.
Tullochgorum (Mon. to Fri.)
Rostrevor (Mon., Wed., Fri.)
Ormley.
Avoca.

No. 194 Train.

St. Marys.
Fingal.
Avoca.

No. 188 train must not depart Fingal before receipt of Fingal Mails Mon to Fri 10.15 a.m., Saturday 9.30 a.m.

WESTERN LINE

No. 207 Train.—Launceston to Wynyard.

Western Jcn.
Perth.
Oaks (Saturday only).
Whitemore.

Deloraine.
Railton.
Dulverton.
Latrobe
Spreyton.
Devonport.
Leith (Saturday only).
Ulverstone.
Penguin.
Sulphur Creek
Heybridge.

No. 226 Train.—Monday to Friday.

Burnie
Sulphur Creek.
Penguin.
Ulverstone.
Leith
Lillico.
Devonport
Latrobe
Railton
Kimberley
Dunorlan.
Lemana Jcn.
Deloraine.
Exton
Westbury.
Oaks*
Little Hampton.
Longford
Perth.

No. 223 Train.—Monday to Friday

Western Jcn.
Westbury.⁴
Deloraine
Railton.

Latrobe.
Spreyton.⁴
Devonport.
Ulverstone.
Penguin.⁴
Sulphur Creek.⁴

On Saturday all Stations except those marked ⁴

No. 236 Train.—Monday to Friday.

Burnie.
Penguin.
Ulverstone.
Devonport.
Latrobe.
Railton.
Deloraine.
Exton.
Westbury.
Bishopsbourne.
Longford.
Perth.
Western Jcn.
Relbia.
St. Leonards.

No. 236A Train.—Saturdays.

Bishopsbourne
Perth.
Relbia.
St. Leonards.

NORTH EAST

No. 271 Train.—Monday to Friday and No. 273
Saturdays.
Lalla
Nabowla.

Lietinna.

No. 292 Train.—Monday to Friday.

Scottsdale.

Lietinna.

Nabowla.

Golconda.

Wyena.

Lebrina.

Tunnel.

Lilydale.

Karoola.

No. 294 Train.—Saturdays.

Lietinna.

Nabowla.

Golconda.

Wyena.

Lebrina.

Lilydale.

Karoola.

MARSHALLING OF GOODS TRAINS

All Goods Trains hauling an excess of 620 tons will be marshalled as under:—

Small 4 wheeled wagons of A B. C. D E H I are to be marshalled next to van maximum number either empty or loaded, 25 of above vehicles.

Empty wagons of bogie and 4 wheeled Grover bogie empty or loaded may be marshalled anywhere on the train, with the exception of "M" wagons which must be marshalled near rear of train.

Where up to 2 roadside wagons of bogie or Grover bogie type are on train, these wagons may be marshalled between van and small 4 wheeled wagons.

TRAIN TONNAGES GOODS TRAINS MAIN LINE

Hobart-Parattah	2 Y Y and XA 2 XA 2 X	600 tons 520 tons 400 tons
Parattah-Western Jcn.	2 Y Y and XA 2 XA 2 X	800 tons "
Western Jcn -Colebrook	2 Y Y and XA 2 XA 2 X	800 tons "
Colebrook-Hobart	2 Y Y and XA 2 XA 2 X	600 tons " 500 tons
Ross-Conara Jcn.	1 X	500 tons

When a dead engine is added Devonport-Kimberley-Dunorlan-Colebrook Sections, train load being 600 tons, tare of this engine need not be accounted for in train load.

For this arrangement it will not be necessary to alter marshalling of train when adding dead engine.

DERWENT VALLEY LINE

Bridgewater Jcn.-Maydena 1 Y and return	600 tons
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Log Trains	2 Y	28 FFL & Van
	1 Y &	
	1 XA	24 FFL & Van
	2 X	22 FFL & Van
	1 Y	15 FFL & Van
	1 XA	12 FFL & Van
	1 X	11 FFL & Van

FINGAL LINE

Load for 2 Diesel Electric coupled Fingal to Avoca 800 tons provided 200 tons comprise bogie and Grover bogie wagons and are marshalled leading train from Fingal.

WESTERN LINE

Western Jcn.-Railton	2 Y 1 Y 1 XA	800 tons
	2 XA 2 X	700 tons
Railton-Devonport	2 Y 1 Y 1 XA	800 tons
	2 XA 2 X	"
Devonport-Leith	2 Y 1 Y 1 XA	600 tons
	2 XA 2 X	"
Leith-Wynyard	2 Y 1 Y 1 XA	800 tons
	2 XA 2 X	"
Dunorlan-Deloraine	2 Y 1 Y 1 XA	600 tons
	2 XA	"
	2 X	500 tons
Dunorlan-Deloraine	2 Y 1 Y 1 XA	800 tons
	2 XA	"
	2 X	700 tons
Deloraine to Western	2 Y 1 Y 1 XA	800 tons
Jcn.	2 XA 2 X	"

NORTH-EASTERN LINE

No. 271-292.

Load for X and Y class engines solo not to ex-

EXCEPTION

No. 238/203/219 Trains.	1 X	220 tons
	2 X	350 tons

No. 207 Train Western Jcn. to Devonport. The maximum length of this train must not exceed 60 in length. (Sat. excptd).

Goods trains hauled by two Diesel Electric engines between Ulverstone and South Burnie 800 tons provided 200 tons are marshalled on engine comprising loaded bogie and Grover bogie wagons

Wynyard-Leith	2 Y 1 Y 1 XA	800 tons
	2 XA 2 X	"
Leith-Devonport	2 Y 1 Y 1 XA	600 tons
	2 XA 2 X	"
Devonport-Kimberley	2 Y 1 Y 1 XA	800 tons
	2 XA 2 X	"
Kimberley-Dunorlan	2 Y 1 Y 1 XA	600 tons
	2 XA	"
	2 X	500 tons
Dunorlan-Deloraine	2 Y 1 Y 1 XA	800 tons
	2 XA	"
	2 X	700 tons
Deloraine to Western	2 Y 1 Y 1 XA	800 tons
Jcn.	2 XA 2 X	"

ceed 220 tons and 250 tons respectively on the above trains.

PILES PIPES. STEEL. Ex HOBART AND DERWENT PARK

Carriage of Piles, Pipes, Steel, Derwent Park and Hobart.—Considerable slackening of binding chains securing pipes and piles on trucks from Derwent Park has been observed and Station Masters at the above stations are to instruct Guards and Officers to have a check made of tension of binding chains and adjustments made

RADIO TELEPHONE SETS

Instructions for Operation of these Units

1. To put the set into service.—

- (a) Pull out the telescopic antenna to its fullest extent (approximately 16")
- (b) Switch to "ON" or "LS" whichever is preferred
- (c) Turn the squelch control until noise is heard
- (d) Back off squelch control until noise is

just silenced

2 To transmit press the transmit switch speak clearly across the microphone not directly into it The lips should be about two or three inches from the microphone Release the transmit switch to receive again

CONTROLS

- 1 Off The set is completely off no current is being taken from the battery
- 2. ON The set is switched on and is open to transmit and receive messages. The transmitter is operated by pressing the transmit switch on the microphone in the receive condition the microphone is used as an earphone
- 3. LS. The loudspeaker is now switched into circuit and the microphone no longer acts as an earphone

VOLUME. This controls the speech volume coming from the loudspeaker or earphone and should be adjusted to suit yourself.

SQUELCH. This controls silence the receiver background noise

TRAIN INFORMATION

1. Release the press-to-talk button immediately you finish talking.
2. Never shout. The microphone is adjusted to normal telephone speech level.
3. Never interrupt. The other operator's receiver is inoperative when he is transmitting so he cannot hear you.
4. If you anticipate leaving your set for more than 20 minutes, switch it off to avoid unnecessary battery drain.
- 4a Before temporarily switching off set advise receiver the "time" next message will be transmitted.
5. The sets are only to be used for the transmission and reception of messages associated with train working.
6. Messages should be passed on concisely and quickly.
7. Every precaution must be taken to ensure against the transmission of profane or obscene expressions.

A typical example of the method of communication to be used is as follows:-

CALL:- "VL7JH Van (or Guard) No. 5 train calling loco No. 5 train, over."

REPLY:- "Loco No. 5 train answering Guard

No. 5 train, over."

MESSAGE.- "Van (or Guard) No. 5 train to Loco No. 5 train, please stop at Relbia station, over."

REPLY.- "Loco No. 5 train to Guard No. 5 train Roger and out."

This is the end of the communication.

EXPLANATION WHY SUCH PROCEDURE IS NECESSARY

1. "VL7JH" is the 'call sign' for this Railway System. It is a P.M.G. requirement that this be used to the beginning of each communication.

2. After the call sign has been given (where necessary) the caller should identify which end of the train the call is from. The words "loco" and "Van" are preferred, but the word "guard" should be used when the guard transmits away from the van.

3. The train number is then to be mentioned. This is considered so important, from a safety point of view that the number is to be mentioned twice every time an operator transmits. This is to avoid confusion with other trains in close vicinity. Failure to positively identify a particular train could result in the Guard of one train misleading the driver of another train.

4. The word "over" at the end of a transmission indicates that the caller is awaiting a reply.

5. The word "Roger" indicates that the person called has understood the message.

6. The word "out" terminates the communication.

ROLLING STOCK RETURNS 353

No. 271. Invermay to Lietinna and hand to S.M. Scottsdale.

No. 213. Relbia to Hoggs Lane and hand to O.P. Westbury.

No. 205. Don Jcn. to Wivenhoe and hand to S.M. South Burnie.

No. 44. Tea Tree to Tiberias and hand to S.M. Parattah.

No. 96. Andover to Gilrose and hand to S.M. Campbell Town.

No. 238. Duck River to South Forest and hand to O.P. Wiltshire Black River to Flowerdale and hand to S.M. Wynyard.

D.V. Line. Hayes to Florentine. Guard No. 4 to Maydanna with exception of Dromedary, this to be done by Guard of No. 35.

Fingal Line. Guard No. 177 hand to S.M. St.

Marys.

No. 236 Freezers hand to Cooee.

RUNNING THROUGH POINTS

The practice of running through points where such movements are made by both traffic and locomotive staff is becoming more prevalent and an alarming amount of damage with increased risk of serious derailments is occurring as a result.

Points run through is frequently the cause of split points during a subsequent facing movement and this causes the points blade to become bent and crippled at the heel even though a derailment may not occur, points indicators, rodding and signal gear can also be put out of adjustment.

When such damage is not reported and the defect is not readily apparent there is a high risk of a derailment and also it should be remembered that points left in such condition can lead to an employee being held responsible for a derailment which could occur sometime after the run through of points.

It is important in the interests of safe working and economy that the practice of running through points cease forthwith.

SEALED TRUCKS

Guards to record on Statements of Train Running the condition of the seals on all sealed trucks at terminal station of the train, or junction or other reducing station of vehicles en route, or, if seals broken en route, to show the station at which the seals were broken.

When it is necessary to break the seal, if it is at an officered station, the officer is to sign that the seal was intact on arrival; if at a wayside station, the Guard will mark the waybill that he broke the seal for the delivery of goods.

Guards receiving list of sealed wagons on their trains are to hand receipt for same to Goods Officers, Hobart and Launceston, and to Officer-in-Charge at any other station where sealed wagons are lifted.

Guards to enter copy of list so received on back of their Statement of Train Running, and where Guards change over and Statements do not go to the destination station of train they will hand a duplicate list of sealed wagons to change-over Guard, who will insert particulars on back of his Statement of Train Running. Each Guard will show opposite number of the sealed wagon at which station seal was broken.

In the case of fully-loaded sealed wagons going to a station, the Goods Officer or Officer-in-Charge will show beside truck number the work "Full," and these seals should not be broken by Guard unless something unforeseen occurs, when a report should be submitted showing why it was necessary to break seal.

The following is a sample of what is required on back of journal:-

Sealed wagons from Launceston:-

- E80 Burnie—Full.
- E24 Wynyard R/S—Seal broken Lat-robe.
- E60 Smithton R S—Seal broken Il-verstone
- E28 Wynyard R/S—Seal broken Western Jcn.
- E108 Devonport—Full.

Guard to initial each entry.

SECURING OF TIMBER CHAINS

Chains on empty timber wagons and chains on wagons loaded with rail roaders, &c., are not receiving proper attention as chains have been found dragging on ground during transit which has resulted in serious damage to points and points rodding.

The hooks on dragging chains cause the damage and have also been responsible for series of derailments causing upset in train schedules and damage to wagons and goods in transit.

It is essential that before the above wagons are lifted from stations that wagons be thoroughly examined to see that all chains are properly secured.

SHUNTING MOVEMENTS WHERE VANS ARE NOT REQUIRED

Derwent Park.—Between Cadbury's and New Town.

Granton.—Between Rekuna and Risby's.

Parattah.—Andover and Stonor.

Conara Jen.—Epping.

Western Jen.—Between Relbia, Powranna and Perth and Longford.

Launceston.—Between Rocherlea and St. Leonards.

Legerwood.—To Branxholm.

Deloraine.—Between Westbury and Dunorlan.

Railton.—Between Kimberly and Latrobe.

Devouport.—Between Spreyton and Don Jen.

Ulverstone.—Between Leith and Penguin.

Bouth Burnie.—Between Heybridge and Somerset.

"nyard.—Between Flowerdale and Somerset.

Wiltshire.—To Stanley.

Smithton.—To Duck River.

Where necessary shunting engine without van may run to sidings and stations as shown above. In such cases the shunting engine running without van must be accompanied by a competent Traffic man and the last vehicle must be cylindered and also carry necessary tail signal denoting that it is the last vehicle. If vehicles to be shunted are all non-cylindered a cylindered truck must be added.

For any other shunting movements without vans special authority must be obtained from Chief Traffic Manager.

TRAIN ADVICES

Train Advices will be distributed as under:

For Main and Fingal Lines: No. 87 Train.

Suburban Line:—No. 87 Train to Hobart then by No. 10 Train, Mondays to Fridays, No. 18 Train Saturdays.

Derwent Valley Line:—No. 87 Train to Bridgewater Jen. and from there by first available train (No. 4 Train).

North-Eastern Line:—No. 271 Train.

Western Line, Launceston to Exton.—No. 213 Train.

Western Line, Beyond Exton.—No. 207 Train.

The above is to apply unless special instruc-

tions are issued.

Guards are to show on back of Train Running Statement the number of train advices carried on their train.

TRAILING VEHICLES

Rule 241 provides that van at rear of train is not required on certain trains on sections specified. Local trains on suburban section may be run with suburban cars or ordinary vans with cars trailing. In such case the tail vehicle signals must be as provided in the Rule Book. During daylight the last vehicle must carry a white disc hung from drawbar hook to indicate last vehicle. If special train is following, the disc to be red; and if special train is running in opposite direction, white disc with black cross. During night running, lights to be carried as provided in Rule Book.

Special instructions also provide for the trailing of vans and on the Tasman Limited Services, parcels and butter trucks on passenger trains between Hobart and Launceston and vice versa, and, parcels trucks on No. 207 train between Launceston and Burnie, also roadside truck on No. 234 Train, South Burnie to Ulverstone.

When vehicles, not brake-piped, and disabled, require moving, they must not be trailed by any train without the authority of the Chief Traffic Manager, and must have the necessary tail signal attached as above. If night running is unavoidable, tail lamps to be carried.

Before a vehicle is trailed, coupling is to be inspected and if necessary oiled and drawbar hook fitted with a special clip which will prevent the coupling jumping off while vehicle is being trailed.

Special clips are part of goods van equipment and when it is necessary to trail a vehicle on which vacuum brake is not fitted or ineffective, a pump must be used.

Grover Bogie Wagons are not to be placed or trailed on No.'s 40, 50, 226, 67 Tasman Limited Services, No.'s 72, 87 trains Mondays to Fridays and 56 and 7 trains on Sundays.

TARES

Carriage	Seats.	Tare.
AAL 8-11	35	18 14 3
AR 1-4	40	29 14 1
BD 1-3	56	22 5 3
CS 1-2-3-4	76	41 5 3
BBA 2-6	100	22 10 0
BBL 10-13	51	27 0 1
BUB. CAR 1-2	64	28 3 1
	46	28 10 0
SD 7-8	25	28 10 0
SD 1-2	45	22 3 0
SD 3-4	40	28 8 2
SD 1-2	48	18 7 2
SD	44	18 7 2
IS	72	22 0 0

Vans	Seats	Tare
DDB 1-3	20	15 19 0
DBE 1	20	16 15 1
DA 1-2	16	18 1 0
DZ 1-3	Nil	18 1 0
DB's	16	13 0 0
(DB 6, 17, 19, 27)	10	

DP. PT. DT

DP 11-12-13-14	51	19 14 1
DP 15-16	47	21-6 0
DP 20-21-22-24	38	24 14 0
DP 25-26-27-28-29-30	58	34 0 0
PT 3-4	60	14 5 2
PT 5-6	48	16 17 0
DT 1-2	16	15 17 2

ENGINES

Y	58 Tons
W	27 Tons
X XA	57 ,,
V	25½ ,,
U	17 ,,
MA	96½ ,,
M	96 ,,
H	111 ,,
CCS	56½ ,,
CC	56 ,,

VALUE LETTERS

When value letters are sent by train, and booked through Parcels, a red-ink line shall be

drawn both ways across the envelopes, in addition to the word "Value" being written in top left-hand corner. The usual parcels label must be affixed.

Everything of value must be enclosed in an envelope, or made up as a parcel, and "Value" marked on it; it must be sealed and in addition to the address of the person consigned to bear the name of the station from which despatched.

A value parcel waybill for each Guard must be sent with the value (e.g., on lines where Guards change over, also Guards taking over at Junctions) and signatures given and obtained by each employee through whose hands it passes, until it reaches the person to whom it is addressed (Junction stations to take receipt of Guard in Parcels Book) Parcel Label No. 7 marked "Value-free" to be affixed.

In the event of a value letter or parcel being damaged, or bearing any sign of being tampered with, a remark to that effect must be made at the time of giving receipt, and the matter reported to the Chief Traffic Manager.

Any employee neglecting to get a receipt will be held responsible for any loss that may arise from such neglect.

VANS

DB 39-40.—These vans must only be marshalled on Passenger Trains and must not be normally marshalled on goods Trains. Vans also to be marshalled away from engine due to overlength

buffers. In an emergency they may be placed on Goods Train, but must be at rear of train near van.

CAMPS

All Camps are to be marshalled next to Guard's Van when being transported by Goods Trains and in the case of mixed trains Camps are to be marshalled immediately in front of carriage stock.

CAMP TONNAGE

Four wheel Camp 6 Ton.

Six wheel Camp 9 Ton

Double Bogie Camp 16 Ton.

VANS EQUIPPED WITH STOVES

DB CLASS .—No. 1, 4, 6, 7, 8, 9, 10, 11, 12, 15,
18, 19, 21, 22, 23, 24, 26, 27, 30,

32, 34, 36, 39, 43, 44, 45, 46, 47
49, 50, 51, 52.

DB CLASS.—No. 1, 2, 3.

DA CLASS.—No 1, 2.

DZ CLASS.—No. 1, 2, 3.

VAN EQUIPMENT

- 1 Case Detonating Signals (not less than 12).
- 2 Tail Lamps (Side lamps).
- 1 Spare Tail Lamp (red and white glass).
- 1 Hand Signal Lamp.
- 1 Screw Couplings.
- 1 Emergency Coupling.
- 2 Sprags.
- 2 Hand Scotches.
- 1 Set Signal Flags (red and green).
- 1 Carriage Key.
- 1 Joint Key.
- 1 Axe.
- 1 Saw.
- 1 Tail Rope.
- 1 Fire Extinguisher.
- 1 White Disc.
- 1 Disc (red one side, white with black cross other side).
- 1 First Aid Box (Country and Passenger Trains only).
- 1 Spare Vacuum pipe.
- 1 Drum Lifter.
- 1 Special Clip (for trailing vehicles).

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